



TOWN OF BLUFFTON
FACILITIES & PARKS
RENTAL POLICY, RULES AND REGULATIONS

Community Events
1264 May River Road
Bluffton, SC 29910
(843) 706-4583
www.townofbluffton.sc.gov
communityevents@townofbluffton.com

Rental Policy, Rules and Regulations

RENTER, agrees to abide by all Town of Bluffton policies, and all rules and regulations governing the use of the Rotary Community Center (hereinafter referred to as RCC).

- Renters may enter the center at 7am.
- All events must end at 11pm and renters must exit the center by midnight.
- Four (4) hour events shall include one (1) hour for set up and one (1) hour for cleanup (six (6) Hours total).
- Renters shall use the RCC for temporary private recreational purposes or any other activity allowed by law.
- Rental of the center includes sixteen (16) tables (an assortment of five foot round tables and seven and half foot rectangular tables.
- Rental of the center includes approximately one hundred and thirty (130) chairs.
- A full kitchen is available at the center with stove and refrigerator. **No kitchenware, utensils or other kitchen equipment is provided.** (bold this)
- Use of the deep fryer is available at a **\$100 fee** for cleaning of the unit.
- Oil shall be provided by the renter and renter shall drain the oil at the end of the event and dispose of the oil properly. Specific rules pertaining to the use of the kitchen and the meeting room are posted in each area.
- Renter shall provide trash can liners/trash bags.
- **Decoration of Premises - Renter** shall make no alterations to the RCC. Only removable tape, such as craft tape, or painters tape, is allowed when decorating. Command Strips are acceptable for use on walls.
 - Materials **NOT ALLOWED** are masking tape, packing tape, Velcro, nails, staples, tacks, push pins. Glues or adhesives of any kind are **strictly prohibited**.
 - Nothing shall be taped, glued, stapled or tacked to the acoustic panels. **Use of such materials as listed above shall result in a charge of \$100.00 and/or loss of security deposit.** Failure to properly clean up decorations and any craft tape residue on windows, walls, ceilings or any other surfaces shall result the loss of **RENTER's** security deposit.



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- **Vacating the Premises** - At the conclusion of the event, **RENTER** agrees to do the following:
 - Remove all personal items brought into the building for the event. Janitorial crew arrives after the event and will dispose of any items left behind.
 - Remove all the personal items from the refrigerator and secure all appliances.
 - Clean and wipe up any spills that occurred.
 - **Tables and chairs shall remain set up after event.**
 - Empty all trash cans and place all trash in dumpster outside the kitchen door (**cleaning fee does not include trash removal**).
 - Turn off all lights and set thermostats to 65 degrees during the winter months and 75 degrees during the summer months.
 - Set alarm using #2 and exit the building Renter is responsible for ensuring all windows and doors are locked and secured.
- **Restrictions and Miscellaneous Items:**
 - The RCC shall not be rented to any individual or group that advocates unconstitutional or illegal acts or whose activities may be contrary to the best interests of the Town of Bluffton.
 - The Town of Bluffton reserves the right to reject any rental application and/or to waive any or all charges as determined in the Town of Bluffton's best interests.
 - **SMOKING** - Smoking is prohibited in the RCC.
 - **PETS** - Only service dogs are allowed inside the RCC. Other pets are not permitted inside the RCC, and they may not be left unattended anywhere.
 - **NOISE** - All scheduled events must comply with the noise limits as outlined in the Town of Bluffton Noise Ordinance.
 - **TOWN OF BLUFFTON EMPLOYEES** - Renter and guests shall not pay Town of Bluffton employees for any services provided.
 - **ALCOHOL** - Alcohol may be served in the center. Proper documentation shall be required if admission is charged or if alcohol is sold. The Police Department reserves the right to



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require a police officer and/or a security officer at the event at renters/event holders' expense.

- **MINORS** - No alcohol shall be permitted at an event that is intended to be for persons underage. The Police Department reserves the right to require a police officer and/or security officer at any event.
- **PILOT LIGHTS MUST REMAIN LIT ON THE STOVE (DO NOT EXTINGUISH).**
- **CONFETTI, SPARKLES, OR GLITTER ARE NOT ALLOWED IN THE RCC OR AT AN EVENT.**

- **Cancellation of Rental**

- The Town of Bluffton reserves the right to cancel any rental contract in the case of facility abuse.
- The Town of Bluffton reserves the right to cancel any rental contract due to extreme weather conditions, natural or man created disasters.